

| REPORTS INVENTORY | | | | | CONTROL NO. DDS/OF-031 | |
|--|-------------|--|------------------|---|--|-----------------------------------|
| PREPARE IN DUPLICATE | | | | | | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) Annual Agency Financial Report | | | | | 2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL LOGISTICS MEDICAL | | TRAINING SECURITY FINANCE | | ADMIN. GENERAL OTHER (specify) |
| 4. NO. OF COPIES PREPARED 18 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually - FY Basis | | | 6. DISTRIBUTION (No. of components not number of copies) 16 | |
| 7. FORMAT (memorandum, form computer print-out, etc) Printed Publication | | 8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT Financial Control and Supervision by D/Fin | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) S&AS/Accounts Division | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) General Ledger Trial Balance and Subsidiaries; Budgetary Statistics and Narrative from OPPB. | | |
| 12. COST FACTORS | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | |
| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X TIMES PREPARED = COST PER YEAR |
| GS-13 | \$10.48 | | 552 | | \$5,784.96 | 1 \$5,784.96 |
| GS-11 | 7.06 | | 80 | | 564.80 | 1 564.80 |
| GS-04 | 2.81 | | 80 | | 224.80 | 1 224.80 |
| GS-08 | 4.74 | | 89 | | 421.86 | 1 421.86 |
| | | | | | | \$6,996.42 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | |
| Printing | | | | | | \$ 800.00 |
| Chart Work (Color) | | | | | | 120.00 |
| Binding | | | | | | 54.00 |
| | | | | | | \$ 974.00 |
| TOTAL COSTS PER YEAR | | | | | | \$7,970.42 |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Normal business practice to issue Annual Financial Report. No "Use" cost included above since we do <u>not</u> know actual "use". We believe this is <u>not used</u> by management in <u>decision making</u> but serves more as a historical reference. | | | | | | |
| 14. FUTURE GOALS | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | ESTIMATED SAVINGS | |
| <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | | <input checked="" type="checkbox"/> OTHER (explain) Study should be made to determine improvements for management "use." MAN-HOURS DOLLARS | |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | | | | 18. EXTENSION |